Table of Contents

Arrow Sign Policy..........................................................................................................................1
Collection Drive Policy................................................................................................................1
Equipment Rental/Usage Policy....................................................................................................2
Prize Wheel Policy.......................................................................................................................3
SA Van Policy...............................................................................................................................3
**Arrow Sign Policy**

An arrow sign is a plastic mobile whiteboard that is used to assist people in finding events throughout the Campus Center. Arrow signs will be put up based on reservations in EMS for all events in the following locations: Hirst Lounge, Havens Lounge, May Room, and the Feldman Ballroom. The signs will indicate the title of the event and the room that the event is occurring in according to what is listed in EMS and placed in high traffic areas to direct people to the events occurring that day.

**Collection Drive Policy**

To host a collection drive on campus student organizations must submit an event registration form indicating that the event will be a collection drive. Boxes placed without an approved event registration will be removed. There are limited locations approved for collection drive boxes, listed below, that are requested through the event registration process. These requests must be submitted at least five business days prior to the start of the requested reservation date. Reservations are made on a first-come, first-served basis. Please be aware that organizations are not guaranteed the donation box space(s) they request.

At the conclusion of the reservation period, the collection box(es) must be picked up by the reserving organization within two days.

The student organization or department will provide the donation box. It must be labeled with the sponsoring organization or department, the dates of the collection, where the items will be donated, and what items will be accepted (e.g., clothing, non-perishable food items, school supplies, etc.).

Currency CANNOT be collected in the donation boxes.

The student organization or department should check the donation box frequently to empty the contents. Wilson Commons Student Activities (WCSA) is not responsible for theft of items placed in the donation box.

**Approved Locations**

Anderson Tower – Lobby

Brooks Crossing Apartments - Community Room, River Level

Burton Hall - First Floor Lounge
Crosby Hall - 0 Lounge
Genesee Hall - 3rd floor residence hall lounge opposite the kitchen
Gilbert Hall – First Floor Lobby/Vending Area
Hill Court, Gale House - Entry Lobby
Hoeing Hall - Laundry Room
Lovejoy Hall - Laundry Room
O'Brien Hall - Community Kitchen
Riverview Apartments - Building F
Susan B. Anthony Hall - First Floor Elevator Lobby
Tiernan Hall - Laundry Room
Valentine Tower - Community Room
Wilder Tower – Lobby
Wilson Commons - Common Connection Desk
Frederick Douglass Commons - Building Manager Desk
Genesee Hall - Building Manager Desk
Hillside Market (only for events working with the Food Pantry)

Equipment Rental/Usage Policy

Wilson Commons Student Activities (WCSA) has some equipment that can be reserved by student organizations or departments, which should use the Supply & Resource Request Form and pick up from the Common Connection desk in Wilson Commons
Prize Wheel Policy

To reserve the Prize Wheel in Wilson Commons, please submit a request using the WCSA Resource Request Form at least seven days prior to the start of the requested reservation date. Reservations are made on a first-come, first-served basis. Please be aware that use of the prize wheel is not guaranteed.

The requesting organization or department must pick up and return the prize wheel at the Common Connection in Wilson Commons 201.

If the prize wheel is used at an information table or flex table, it must be picked up by 9 a.m. and returned by 10 p.m. to the Common Connection each day of the reservation. The organization must notify the Reservation Coordinator at least 24 hours in advance if the prize wheel will not be used on a particular day or if the organization intends to cancel the rental in its entirety. Otherwise, the rental agreement will be considered null and the organization's rental privileges for the remainder of the semester may be suspended.

Any loss, damage, or vandalism during use of the prize wheel is the responsibility of the organization using it and will be charged based on the cost for repair or replacement (not to exceed $300).

SA Van Policy

Wilson Commons Student Activities manages two 7-passenger vans which are available to be reserved by College Student Organizations, Fraternity and Sorority Life Groups that have been approved for student association supplemental funding, and Wilson Commons Student Activities.

Vans are reserved through EMS and must be submitted by the approved driver who will be driving the van, using Virtual EMS.

SA Van Policies

# All van requests must be submitted at least 5 business days before the reservation date.
  ◦ Submissions received after this timeframe will not be accepted.

# Vans should be used to facilitate the successful operation of your student organization's mission, examples of use include:
  ◦ Educational opportunities
Volunteering
Group bonding
Facilitating events (e.g. pick up supplies or transportation).

# Vans can be reserved for no more than a 4-hour period. Trips that exceed this time limit must have explicit approval by submitting an Exception Form.

# Van use is limited to a 25-mile radius of the University (50 miles round trip for each reservation). Trips that will exceed that amount must submit an Exception Form and receive have explicit approval.

# In general, organizations can only reserve 1 van at a time.

# Friday or Saturday reservations cannot be made more than 30 days prior in an effort to allow an equal opportunity for student organization van usage.

# Friday or Saturday recurring reservations will not be considered.

# All cancellations must be processed in EMS by the organizations VEMS contact. Frequent last-minute cancellations, will be documented and may result in loss of van privileges.

# Vans returned later than the indicated return time may result in the loss of van privileges.

# SA vans must be driven by an approved driver. See below for details.

# If you would like to request an exception to an existing policy, please complete an Exception Form.

## Approved SA Van drivers

# All drivers of the SA Vans must adhere to the policies documented in the Safer Driver Program guide.

# To become an approved driver, a motor vehicle report must be run and submitted via the MVR Submission form along with the Safer Driver acknowledgement.

  ○ Individuals must have a valid United States driver’s license for at least one year and must have a clean driving history.

  ○ WCSA works with the Facilities department to run MVRs for New York State licenses.

  ○ MVRS for out of state drivers must be requested directly through your home states DMV.

# Approval may take several weeks to obtain, so please plan accordingly.